

Course: ITSW 1301 INTRODUCTION TO WORD PROCESSING

Textbooks & Materials: Microsoft Word 2007, Windows XP 2007 Edition, Benchmark Series, Authors: Rutkosky and Rutkosky, Paradigm Publishing.

Two 3 1/2 in. High Density Diskettes or Flash Drive
One Package of Test (Scanton) Answer Sheets, Form Number 19641

Credit: 3 Credit Hours (2 Lecture, 2 Lab)

Description: An overview of the production of documents, tables, and graphics. This course provides a working knowledge of word processing features. Keyboarding skills are recommended. Lab required.

Please include course number (**ITSW 1301**) as the subject in all emails to the Instructor. I also encourage students to email each other for class interaction with other students. **Your name MUST be "typed" in all homework assignments to be accepted. Any assignment that does not have the student's name typed in the assignment will result in a grade of zero. Students enrolled in online courses must use their Temple College email account for all email correspondence regarding online classes. Check your email daily!**

All assignments must be placed (uploaded) in specific assigned D2L "Dropbox" by due date and time. No late work or assignments will be accepted for any reason. No exceptions. Anything not turned in by the due date will result in a grade of zero. Working ahead on all semester assignments is strongly encouraged.

To turn in the homework assignments you must use the **Dropbox** provided by **D2L**. On the **D2L** course site, click on the **Dropbox** tab, then click on the assignment folder name, Click Browse - search for the document you are turning in on your computer, select your assignment file name, then click Open (you will now see the path name to the file in the D2L File text box), then click Upload. Click the Submit Button at the bottom of the screen in the next dialog box that appears. The homework assignment is now in the Dropbox for grading. The message "File Submission Successful" will appear after the process is completed. To verify that the file was uploaded into the dropbox, click on the View Submission History for this Folder link.

When choosing file names for your Word, assignments in D2L, do not use special characters (* & # !) or multiple periods (wordletter..docx) in filenames. I cannot open files in D2L with special characters in the filenames.

Outline:

I. Computer Terms and Concepts

- A. Input, Process, Output, and Storage
- B. A look at devices

II. Basics of Windows XP

- C. File Management
- D. Organizing Files and Folders
- E. Creating, Moving, Copying, Naming, Renaming, and Deleting Files and Folders

III. Using Common Features of Microsoft Office 2007

- A. Exploring Common Window Elements
 - 1. Using Menus, Toolbars, and Task Panes
 - 2. Working with Files
 - 3. Getting Help
 - 4. Printing Files

IV. MS Word 2007

- A. Fundamentals of Word 2007
- B. Creating a Document
- C. Formatting a Document

- D. Editing and Proofing Tools
- E. Printing and File Management
- V. Enhancing and Customizing Documents**
 - A. Using Styles
 - B. Customizing Themes
 - C. Inserting WordArt, Objects, and Graphics
 - D. Using Tables and SmartArt
- VI. Creating Form Letters and Mailing Labels with Mail Merge**
- VII. Creating a Multiple Page Report**
 - A. Headers, Footnotes
 - B. Creating Citations, Bibliographies, and Works Cited
 - C. Setting Tabs, Changing Alignments, and Adding Borders
- VIII. Creating Styles, Outlines, and Table of Contents**
 - A. Hyphenating
 - B. Using Templates
- IX. Customizing Word and Automating Your Work**

ITSW 1301 Introduction to Word Processing

Grading for the Course

Test 1	Introduction, Windows XP, <u>Level 1</u> Chapters 1 and 2	1/6
Test 2	<u>Level 1</u> Chapters 3, 4, and 5	1/6
Test 3	<u>Level 1</u> Chapters 6, 7, and 8	1/6
Test 4	<u>Level 2</u> Chapters 1, 2, and 3	1/6
Final Exam	Comprehensive	1/6
Homework Assignments (Lab work)		<u>1/6</u>
		100%